



ROLAND L. SWARTZ, EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR'S REPORT

March 27, 1972

This month's Executive Director Report will deal with the Employment Function of BICC for 1971. Since our July involvement with ADP-PDS and the OEO contract, BICC has continued to operate with an Employment Staff of four counselors and one clerical person. ADP has determined payment to BICC on a performance basis, ultimately funding for 315 of the five persons employed. Basic to our discussion are the following observations to form a frame of reference:

- (1) The key to increased successful placement is increased number of job and training opportunities.
- (2) There has been an extremely sharp job market recession since June 1970.
- (3) BICC has not openly advertised employment and training opportunities until 1972, relying on word of mouth and agency referral.

Attached are:

- (1) Some functions of the Employment Staff
- (2) Some employment statistics for 1971
- (3) A statistical report on ADP programs through February 1972
- (4) Cost comparisons for 1971 Employment Functions
- (5) Listing of jobs secured in 1972
- (6) A listing of companies and job openings BICC has on its job register
- (7) Urban League statistics for 1971

SICC EMPLOYMENT STAFF 1971

4 Counselors 1 Clerical

Employment Functions

1. Initial Interview of Applicants
 - (a) completing second page of application
 - (b) determine if directly placeable or not
 - (c) explain Computer Match & Schedule if applicable
 - (d) Counseling
2. Administer SICL on premises or off
3. Analysis of Match with Applicant
4. Referral to Employment or Training
5. Counseling if needed:
 - (a) To build self confidence
 - (b) Provide insight into job hunting techniques
 - (c) Assistance in preparing resumes
 - (d) Recommendations on grooming & appearance
 - (e) Administering typing tests (if applicable)
6. Record Keeping - Tally of people and reports
7. Follow up by mail or phone.
 - (a) with employee
 - (b) with employer
8. Job Development - Phone or Visit
 - (a) collect Job profiles (69 during 1971)
 - (b) take job orders & distribute to employment staff
9. Write up Analysis for Special Projects
 - (a) e.g. TEAM & (b) Skills Center

10. Special Project Involvement - Matching or Recruitment

- (a) Newark City Welfare Employees
- (b) Skills Center - Sales Training
- (c) Fords Northeast
- (d) EASL candidates for TEAM
- (e) EASL for BICC
- (f) Black Santa Claus for Bambergers
- (g) Whippany Paper Box Co.

11. Monitoring 4 nighttime satellite classes at Bell Telephone, Mutual Benefit,

Prudential Rutgers:

- (a) Recruitment
- (b) Selection
- (c) Counseling
- (d) Placement

12. Other involvements - Meeting and Working with:

- (a) Newark Postal Street Academy Advisory Council
- (b) NJSES Veteran Job Mart
- (c) South Newark - Beth Israel Health Counsel
- (d) Planned Parenthood
- (e) MMC Lead Poisoning Advisory Committee
- (f) Planned Parenthood
- (g) Mayors Task Force on Veteran Employment
- (h) New Careers Health Occupations Training Program
- (I) Title I Advisory Council
- (J) Parent Advisory Council Title III
- (K) MHC - Outreach Committee
- (L) Overbrook Hospital
- (M) Soroptimists

- (n) Public Employment Program
 - (o) King Memorial Day Center
 - (p) School within a School (SWAS)
 - (q) The Greater Newark Manpower Area Committee (formerly CAMPS)
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COST OF BICC EMPLOYMENT

FUNCTION FOR 1971

1. Salaries, Fringe for 4 Counselors, 1 Clerical	\$ 44,000.
2. Computer Costs 1/1/71-7/15/71	<u>6,000.</u>
TOTAL	\$ 50,000.
3. Ratio of Total Cost to Persons Served (1600) =	37.50 per person
4. Ratio of Total Cost to Hires (100) =	500. per placement
5. Ratio of Total Cost to Hires & Accepted Training (100) + (114) ==	233.60 per person
6. Ratio of Total Cost to Employment Referrals (468) =	106.80 each person
7. Ratio of Total Cost to job (468) and training referrals (154) =	80.38 per person

NUMBER OF PERSONS SERVED BY BICC EMPLOYMENT STAFF 1971

1. New applicants	1050
2. Other or Repeats	550
3. Total Interviews	1600
4. Percentage referred to employment	29%
5. Percentage referred to training	9% /0
6. Percentage <u>NOT</u> referred to employment or training	62%
a) could not assist - 287 persons	18%
1. Reasons:	
Looking for immediate employment	
Limited abilities	
Drug or Arrest History	
Reluctance to travel	
Poor or no work history	
Inadequate salary	
Functional illiteracy	
b) did not return - 256 persons	16%
c) after SICL, did not return for analysis	163 10%
d) did not return for either SICL or Analysis	26%
e) unable to contact - 43 persons	3%
. Number of employment referrals	468
. Number of hires	103
. Number of training referrals	154
. Number of Training	114
1. Number of Training Graduates - 46 - Recycled 6	
2. Number of Training Graduates Hires -	37
3. Education levels of applicants	
a) 33% non high school graduates	

th July, 1971-Feb., 1972

Year 1971-72

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July Aug. Sept. Oct. Nov. Dec. Jan. Feb.

ACCU-TOTAL

APPLICANTS

1. NEW APPLICANTS	80	81	87	104	67	65	115	114	715
2. REPEAT APPLICANTS	23	49	49	67	73	62	86	87	496
3. TOTAL	103	130	136	171	140	127	201	201	1211

EDUCATION

1. HIGH SCHOOL (E)	1	1	1	3	2	0	5	4	17
2. NHSG (F)	25	23	27	33	17	22	29	39	211
3. HSG (H)	38	42	41	53	44	32	58	49	355
4. 1-3 yrs. (I)	11	11	12	12	3	8	14	16	91
5. COLLEGE DEGREE (G)	5	6	6	3	1	3	5	6	33

REFERRALS-JOBS

	33	48	36	48	55	42	33	43	361
1. COM. MATCH	4	12	7	5	22	4	8	12	74
2. COM. ASSIST.	29	36	25	43	31	28	32	30	251
3. PROFESSIONAL NC*	0	0	4	0	2	0	1	1	67

Hires

	6	3	7	17	10	7	12	9	71
1. COM. MATCH	0	2	1	0	8	0	0	3	12
2. COM. ASSIST.	6	1	5	17	4	7	11	6	52
3. PROFESSIONAL NC*	0	0	1	0	0	0	1	0	42

REFERRALS-TRAINING

	7	12	30	21	11	13	34	18	146
1. COM. MATCH	2	4	10	14	6	2	17	11	66
2. COM. ASSIST.	5	8	20	7	5	11	17	7	85
3. PROFESSIONAL	0	0	0	0	0	0	0	0	0

ACCEPTANCE TRAINING

1. COM. MATCH	1	0	8	11	2	0	18	9	44
2. COM. SSIS*	2	0	15	3	6	2	12	4	44

VII.	RESIDENCE	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	MARCH TOTAL	
									Feb.	
1.	NEWARK	66	75	78	85	58	48	102	94	606
2.	NON NEWARK	14	6	9	19	9	17	13	20	107

VIII. AGE

1.	17 & under	(A)	0	0	17	3	0	3	2	1	26
2.	18 - 20	(B)	33	29	50	49	18	18	34	35	261
3.	21 - 30	(C)	30	33	15	47	32	29	34	52	272
4.	31 - 40	(D)	13	15	3	4	12	10	14	20	93
5.	41 & over	(E)	4	4	2	1	5	5	2	6	29

IX. COMPUTER INPUT

1.	JOB BANK	13	50	17	23	14	CF	16	0	172
2.	PEOPLE BANK	ACTIVE	0	0	0	0	0	0	0	234
		INACTIVE								256
3.	TRAINING BANK		BICC SATELLITE	PROGRAMS						12
4.	SICL's	34	110	65	17	35	41	75	159	581
5.	JOCL's	8	10	6	6	6	1	12	2	51
6.	MALE	25	20	21	43	13	18	40	50	231
7.	FEMALE	55	61	66	61	54	47	75	64	349

X. OTHER

ETHNIC GROUP

1.	BLACK	(B)			75	134	62	58	85	95	509
2.	WHITE	(W)			3	3	1	4	1	3	15
3.	SPANISH	(S)			4	7	3	3	0	15	32
4.	FOREIGN	(F)			5	0	1	0	2	1	7

JOCL'S GIVEN
(JOB OUTLINE CHECKLIST)

JANUARY-MARCH, 1972

COMPANY & LOCATION	POSITION	OPENINGS
Whippany Paper Board, Whippany, N.J.	Roll-Finisher	5
Oneida Motor Freight, Carlstadt, N.J.	General Clerk	0
Oneida Motor Freight, Carlstadt, N.J.	Outbound Supervisor	1
Oneida Motor Freight, Carlstadt, N.J.	Mechanic	5
Rutgers University, Newark, N.J.	Clerk-Typist	2
Rutgers University, Newark, N.J.	Senior Clerk	0
American Aluminum, Mountainside, N.J.	Machine Operator	2
American Aluminum, Mountainside, N.J.	Set-up Man	1
American Aluminum, Mountainside, N.J.	Foreman	0
General Foods, Clifton, N.J.	Sales Representative	6
Arthur Anderson, Newark, N.J.	File Supervisor	1
Sealand Services, Port Elizabeth, N.J.	Coding Clerk	*
Charmley Drugs, Newark, N.J.	Drug Clerk	1
Wells Fargo, Newark, N.J.	Operator	0
Dana Clinic, Newark, N.J.	Social Worker Trainee	1
Sealand Services, Port Elizabeth, N.J.	Transcriber	0
Sealand Services, Port Elizabeth, N.J.	Tariff Typist	0

17 - Job Position

11 - Companies

* - Unlimited Openings

EMPLOYERS LISTED ON THE BICC JOB REGISTER

1971

R & B Typewriter Service	Typewriter Repairman
Prudential Insurance Co.	Mail Clerk
United Airlines, Newark Airport	Ramp Serviceman
I.T.T. Avionics Division	Clerk Typist
Veterans Administration Hospital	Nurses Assistant Trainee
First Jersey National Bank	Teller Trainee
Hospital Service Plan of N.J.	Clerk Typist
Veterans Administration Hospital	Nursing Assistant Med. & Surg. GS4
Veterans Administration Hospital	Nursing Assistant Med. & Surg. GS5
Veterans Administration Hospital	Nursing Assistant Psych. GS4
Veterans Hospital	Food Service Trainee GS2
Veterans Hospital	Housekeeping Aide GS2
Hospital Service Plan of N.J.	Keypunch Operator
Hospital Service Plan of N.J.	Account Clerk
Technical Service Representative	
Ronson Metals	Smelter
American Airlines, Inc. Newark Airport	Aircraft Mechanic
Mutual Benefit Life Insurance	Computer Operator
Mutual Benefit Life Insurance	Clerk Typist
BICC Training	Waiter
Hunt-Wesson Foods	Product Specialist
BICC-Pru	Typing Trainee
ADP-PDS	Clerk Typist
Ford Northeast Jobs Institute	Automotive Mechanic Trainee

J I Kislak, Inc.	Clerk Typist
J I Kislak, Inc.	General Clerk
N.J. Bell Telephone Co. (BICC-BEL)	Advanced Clerical Trainee
BICC	World of Work Instructor
Esso Research & Engineering Co.	Utility Man
Esso Research & Engineering Co.	Staff Assistant-Steno
Esso Research & Engineering Co.	Accountant
Esso Research & Engineering Co.	Research Technician
Esso Research & Engineering Co.	Messenger
Mutual of New York	Salesman
3 M Company	Customer Service Representative
N.J. Contractors Development	Bookkeeper
N.J. Contractors Development	Clerk Typist
N.J. Contractors Development	Estimator
N.J. Contractors Development	Field Representative
N.J. Contractors Development	Telephone/Receptionis
C.I.R.S.	Court Liaison
Whippany N.J.	Keypunch Operator
Pitney Bowes	Stock Clerk
General Electric Repair Shop	Electrical Machinery Repair Helper
Treare & Buck, Esqs.	Clerk-typist
Jersey Plastic Molders	Injection/Compression Molder
Mundt Perforations Inc.	Machine Operator
Mutual Benefit Life Insurance Co. (BICC-Mut)	Intermediate Clerical Trainee
N.J. Regional Medical Program	Secretary
Dept. of Public Welfare	Social Case Worker
Hahne & Company	Sales Clerk

N.Y. Life Insurance Co.		Salesman
Lincoln Technical Institute		Automotive/Diesel Tech.
Edo-Aire		Electro Mechanical Assembler
New York Life Insurance	9-15-71	Clerk-typist
Lincoln Technical Institute	9-17-71	Air Conditioning/Refrig. & Htg.
Whippany Paper Board Co.	10-12-71	Cutlet Box Operator
Victor Computer Division	10-15-71	Sales Representative
Victor Computer Division	10-20-71	Associate Programmer
Hoffman LaRoche	10-20-71	Sales Representative
St. Michaels Hospital	10-29-71	Admitting Clerk
Mahnes & Company	11-5-71	General Clerical
St. Michaels Hospital	11-8-71	Medical Secretary
General Foods	11-8-71	Salesman
Benjamin Moore Paint Co.		Order-Picker
North Carolina Mutual Life Ins. Co.	11-19-71	Salesman
First National State Bank	11-19-71	Transit Clerk/proof machine operator
First National State Bank	11-19-71	Jr. Clerk-typist
Joule Tech Div.	12-3-71	Welder/Fitter
Total JOCL's 1971		69
Total carried over from 1970		84
Total JOCL's 1972 3/7/72		17

1972

Oneida Motor Freight	1-5-72	Mechanic
Onedia Motor Freight	1-5-72	Outbound Supervisor
Oneida Motor Freight	1-5-72	General Clerk
Whippany Paper Board Co.	1-4-72	Roll Finisher
American Aluminum	1-14-72	Set-up Man
American Aluminum	1-14-72	Machine Operator
Rutgers	1-14-72	Senior Clerk
Rutgers	1-14-72	Clerk Typist
General Foods Corp.	1-21-72	Salesman
Arthur Anderson	1-24-72	File Supervisor
Sealand Service Inc.	1-26-72	Coding Clerk
Wells Fargo Alarm Services	2-23-72	Operator
Charmley Drug	2-24-72	Drug Clerk
Dana Clinic	3- 1-72	Social Worker Trainee
American Aluminum	1-11-72	Foreman
Sealand Services	3- 7-72	Transcriber
Sealand Services	3- 7-72	Tariff Typist

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Employment Department Monthly Report - December 1971
January 4, 1972

SECTION II

TABLE I

JOB REGISTRATIONS, REFERRALS & PLACEMENT ACTIVITIES
FOR DECEMBER AND TO DATE 1971

OCCUPATIONS	NEW REGISTRATIONS		TOTAL REGISTRATIONS		REFERRALS		PLACEMENTS	
	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date
PROFESSIONAL	12	255	15	275	5	140	1	51
CERICAL & SALES	53	803	59	841	24	481	6	143
SERVICE	11	175	17	183	4	76	2	25
BUILDING & RELATED	0	0	0	0	0	0	0	0
PROCESSING	13	160	16	181	0	86	0	44
MACHINE TRADE	9	157	10	175	2	86	0	14
MANUFACTURE	2	85	3	87	0	33	0	10
STRUCTURAL WORK	12	85	13	85	4	37	3	18
MISCELLANEOUS	11	241	12	263	3	143	2	75
OTHER	0	124	0	135	0	35	0	17
TOTALS	123	2,085	129	2,225	42	1,117	14	397